

YOUTH SERVICES POLICY

Title: Secure Care Facility Staffing Next Annual Review Date: 05/30/2015	Type: A. Administrative Sub Type: 2. Personnel Number: A.2.14
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References: U.S. DOJ PREA Standard 115.313 (a)-(d); ACA Standards 2-CO-1C-06 (Administration of Correctional Agencies) and 4-JCF-5C-04, 4-JCF-6C-10, 4-JCF- 6D-10 (Performance-based Standards for Juvenile Correctional Facilities)	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 05/30/2014

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish the process by which staffing requirements shall be assessed annually and during critical staffing shortages at each YS secure care facility.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, General Counsel, Regional Directors, Facility Directors, and Regional Managers.

Facility Directors are responsible for managing human resources with efficiency and economy consistent with the provision of mandated services.

IV. DEFINITION:

Juvenile Justice Specialist (JJS) – Provides security of youth and assists in application of clinical treatment in accomplishing the overall goal of evaluation and/or treatment of individuals judicially remanded to a YS secure care facility.

V. POLICY:

It is the Deputy Secretary's policy that model staffing patterns shall be in place in all YS secure care facilities to ensure youth have access to employees, programs and services at all times. In the event reduced staffing patterns result in a critical staffing shortage, the situation shall be addressed immediately following

the guidelines established in this policy. At no time shall a Facility Director determine critical staffing reinforcement patterns without consulting the Regional Director.

VI. FACILITY STAFFING:

- A. Staffing requirements shall be assessed annually by the Facility Director based on the following factors:
 - 1. Coverage of mandatory and non-mandatory posts;
 - 2. Historical leave usage (annual, sick, and compensatory);
 - 3. Absences due to holidays and regular days off;
 - 4. Relief factor requirements (which includes absenteeism for training);
 - 5. Physical layout of housing and common areas;
 - 6. Facility programming responsibilities; and
 - 7. Legal requirements.
- B. Based on the annual assessment, the Facility Director shall consult with the Regional Director regarding changes to the facility's organizational chart, including increasing or decreasing staff.
- C. Any request for revision in model staffing patterns that would result in a change in the total number of authorized positions in custody, medical, social services (treatment), educational, vocational, recreation, library, food services, and religious programs and services staff must be submitted to the Regional Director for review and approval. If approved, the Regional Director will forward the request to the Assistant Secretary for approval by the Deputy Secretary prior to implementation.

VII. PROCEDURES FOR CRITICAL STAFFING SHORTAGE:

- A. When reduced staffing patterns for Juvenile Justice Specialist (JJS) in a YS secure care facility reach 25 percent or above, the situation shall be considered critical and procedures for staffing reinforcement must occur as follows:
 - 1. The Facility Director shall immediately contact the Regional Director to discuss the situation.
 - 2. The Regional Director shall schedule a meeting to discuss the critical staffing situation with C O Executive Staff, to include the Deputy Secretary.

3. A determination shall be made concerning the condensing of non-essential posts and the utilization of employees from other YS secure care facilities, regional offices, and CO in order to temporarily reinforce staffing patterns, until staffing patterns increase and there is stabilization within the facility.
 4. A plan shall be developed to create a staffing rotation that shall include:
 - a) The number of employees needed;
 - b) The length of time employees are projected to be needed; and
 - c) The dates the employees will be needed.
 5. A review of the causes of the critical situation shall be analyzed and a long term plan developed to assist in increasing and maintain staffing patterns in the future.
- B. Critical staffing shall remain in place until the Regional Director deems that safety and security has been established and JJS staffing is at or above 80 percent.

Previous Regulation/Policy Number: A.2.14

Previous Effective Date: 05/17/2012

Attachments/References: